Department of Public Health and Human Services

Developmental Disabilities Program, 111 Sanders, Rm 305 ♦ Helena, MT 59604 ♦ fax: 406-444-0230

Steve Bullock, Governor
Richard H. Opper, Director

Developmental Disabilities Program
Annual Training Hours
Effective January 31, 2014

Types of Training Allowed

Training can be provided through live presentations by qualified presenters, online training by approved training organizations, video, or use of written training materials.

Training Hours

All Training hours will be calculated based on actual time in training. Deductions are to be made for lunch breaks. Generally the amount of time deducted would be a one hour break for lunch. This would equal 4 hours for half day and 8 hours training for full day trainings.

Annual training hours must equal a minimum of 12 hours.

Documentation of Training

The agency must maintain written documentation in the personnel file of each staff person or in the provider's staff training files documenting:

The date of the training
Name and title of the trainer
Name and signature of the person receiving the training
Type of training
The agenda of the training
Hours of the training

Documentation of College of Direct Support training will not require additional written documentation, as transcripts of assigned and completed lessons are maintained within the CDS website.

Developmental Disabilities Program Approved Annual Trainings:

First Aid/CPR Training
> Online American Heart Association trainings
> Live training by certified providers such as American Heart Assn or Red Cross Certified Trainer. Other presenters may apply such as professional emergency response providers.

Abuse/Neglect Training
> Assignment/Reassignment of CDS lessons
> Abuse/Neglect Training by a qualified presenter. (Example: APS, CPS staff)

Incident Reporting
> Continuing Agency Developed training.
> Examples: Completion of GERs using the Therap Database, review of Incident Management policies, definitions of incidents, follow-up and review process for GERs

Health and Safety Trainings
> Examples: Fire Safety, Emergency Evacuation Training, Disaster Preparedness, Universal Precautions, etc.

Training Specific to Job Area and Duties Within the Agency
> Examples: Orientation to new consumer, use of adaptive equipment, schedules for treatment, etc.

Training in Agency Management, Leadership, and System Development.
> Examples: Training in Human Resource Development, Fiscal Management for the Agency, Staff Scheduling, etc.

Training in Best Practices in Providing Treatment
> Examples: Behavior Management, management of co-occurring conditions, medication side- effects, individual rights and responsibilities, management of seizure disorders, diets etc.

Training Related to Intellectual Disabilities
> Examples: Training related to specific diagnoses and syndromes (Prader-Willi Syndrome, Cerebral Palsy, Down's syndrome, etc.), training in understanding and using Support Services, team process, treatment planning and implementation of Personal Support Plans.

Training in Co-Occurring Diagnoses
> Examples: Training in management of Alzheimer's and Dementia; Management of Mental Health; Specific Medical Conditions such as Diabetes, Heart Disease, or other disorders.

Training in DDP and Agency Rule, Policy and Procedures
> Examples: Training related to referral and admission processes, DDP Waiver Services, agency personnel policies, etc.

Training Sponsored by the Developmental Disabilities Program

Examples: Investigator Training, Menu AIDDS, Administrative review of DDP documents and directives, DDP provided WebEx, Ask the Doc sessions. College of Direct Support training will continue to be applicable to yearly training hours.